



Report to the Auburn City Council

Action Item	3
Agenda Item No	
City Manager Approval	

To: Mayor and City Council Members
From: Valerie Harris, Chief of Police
Date: Date of Council Meeting
Subject: Approval of pre-employment background investigations contract

The Issue

Should the City Council approve the contract with Morello Investigation Services to conduct City wide pre-employment backgrounds on all applicants for new hire for all departments with the City of Auburn?

Conclusion and Recommendation

Staff recommends that the City Council by **RESOLUTION** authorize the City Manager or his designee to approve a renewed contract with Morello Investigations Services to perform pre-employment background investigations for all prospective hires to the City of Auburn.

Background

The Auburn Police Department and all other City departments remain dedicated to hiring and retaining only the best employees for the City of Auburn. The process used to identify only the best applicants involves in-depth research into prior work history, criminal history, demonstrated character qualities & ethics, and much more. These pre-employment backgrounds take the guess work out of identifying those individuals suitable for employment and those who are not. Backgrounds are mandated by the California Commission on Peace Officers Standards and Training Commission (POST) with regards to the hiring of sworn law enforcement personnel as well as non-sworn personnel. POST backgrounds require extensive research into applicants personal history with all investigative findings included in a written document that can be verified by facts articulated in the report. This final report will be audited by a POST official within one year of employment during the annual audit process. There is no room for error either in the written document or investigative process itself.

The City has contracted with Morello Investigative Services in the past with positive results. Investigator Morello, a retired sworn peace officer, is trained and certified to meet the standards required by POST. For obvious reasons other departments throughout the City can feel confident their pre-employment backgrounds meet the same high standards and are in compliance with California State and Federal mandates. The previous contract has now expired and it is now time to renew to ensure a well trained and qualified investigator is available to the City at any time. This contract provides the appropriate fair market compensation to Morello Investigative Services for investigative time, expenses, and the final written report provided to the City. The attached scope of work identifies documents and investigative

areas that must be completed during the background process. The attached fee schedule states the hourly rate, expenditure documentation and submission, and maximum allowable expenses for each individual applicant background. Specific approval must be given by the department head prior to Morello Investigations exceeding the maximum limit for each background investigation performed. The contract would become effective upon approval date by council with an expiration date of June 30, 2010. The attached professional services contract includes applicable liability and automobile insurance, as well as terms and conditions that will be adhered to by the City of Auburn and Morello Investigative Servicers.

Alternatives Available to Council; Implications of Alternatives

1. Proceed with Staff Recommendation
2. Do not proceed with staff recommendation

Fiscal Impact

The \$15,000 contract limit has been considered within the Auburn Police Department's operating budget for Fiscal Year 2009-10.

FY 2009-10 Adopted Operating Budget – Page 34

Morello Investigation Services
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March 15, 2009

City of Auburn
Atten: Chief Valerie Harris
1215 Lincoln Way
Auburn, CA 95603

RE: Contractual Services Proposal for City of Auburn Pre-Employment Background Investigations

Dear Chief Harris,

Please accept this letter and attachments outlining Consultants qualifications, scope of work, and fee schedule for services to be provided to the City of Auburn by Michael Morello Investigation Services, a sole proprietor. Consultant intends to provide services for pre-employment backgrounds to any City department that may request such services. These background requests shall primarily be made through the Human Resource and/or Police Department. Varying pre-employment requirements exist for differing job classifications throughout the City. Each investigation shall meet those standards either mandated by California State Law, required by the Peace Officers Standards and Training Commission or as outlined and determined necessary by the requesting department head.

Consultant asserts his qualifications to conduct such background investigations and outlines these qualifications below. Should any of these qualifications fall out of compliance prompt notification shall be made to the Human Resources Department. Consultant shall take immediate steps to correct any compliance issues to assure all work being performed for the City meets the standards outlined in the consultant contract for services and as outlined in the scope of work.

CONSULTANT QUALIFICATIONS:

- 1) Currently possess a California State Private Investigators License # 25360 with an expiration date of October 31, 2010.
- 2) Current as to California Commission of Peace Officer Standards and Training (POST) required background investigations course certification and update. Last attended the update course in December 2008.

- 3) Currently insured for errors & omissions for \$1,000.000 as required and shall provide a copy of said policy with City of Auburn as an additional insured.
- 4) Each department shall provide complete information to Morello Investigations as necessary to conduct thorough pre-employment backgrounds on applicants.

Exhibit "A"

March 2009 - Scope of Work by Morello Investigations Services

BACKGROUND S FOR POLICE OFFICER/DISPATCHER APPLICANTS:

In-depth pre-employment background investigations on police officer and dispatcher applicants as submitted to Consultant by the City. All police officer investigations shall include the following elements consistent with POST requirements. Dispatcher applicant investigations are less extensive; however they will also meet those requirements outlined by POST.

- 1) Narrative report of the background investigation.
- 2) Review of the applicants POST Personal History Statement.
- 3) Review of the Supplemental Police Questionnaire to applicant by the City.
- 4) Local law enforcement agency records checks on the applicant.
- 5) Credit check on the applicant.
- 6) Documentation of applicant's educational requirements.
 - a) High School Diploma, GED, or California High School Equivalency Examination.
 - b) College and University degrees and transcripts.
- 7) Birth/Citizenship Requirement
 - a) Official U.S. Birth Certificate, U.S. Passport, or U.S. Citizenship Documentation, or Naturalization Documentation
- 8) Military/Selective Service records for applicant
- 9) Dissolution of Marriage(s) of applicant
- 10) Contact with previous employers(s) and current employers.
 - a) Documentation of contacts with applicant's previous employers.
- 11) Contact with references.
 - a) Documentation of contacts with applicant's references and additional parties contacted during the investigation.
- 12) Contacts with neighbors
 - a) Documentation of contacts with neighbors of applicant (current and prior residences of applicant)

13) Initial interview of applicant and discrepancy interviews as needed.

On Police Officer applicants the City will provide the following items as required by POST.

- 1) DOJ Record Check – Fingerprinting
- 2) DOJ Record Check – Firearms Check
- 3) FBI Record Check – Fingerprinting
- 4) DMV Driving Record Check

Exhibit "B"

March 2009 - Scope of Work for Morello Investigations Services

SCOPE OF WORK FOR PRE-EMPLOYMENT BACKGROUNDS FOR CITY APPLICANTS HIRED FOR ALL DEPARTMENTS OTHER THAN THE POLICE DEPARTMENT:

Pre-employment background investigations for all applicants of City of Auburn departments other than those hired for the Police Department. Investigations will include the following standard documentation with additional required documents as required in the posted City of Auburn Job Description.

- 1) Narrative report of the background investigation.
- 2) Review of the applicant's job application and job description.
- 3) Local law enforcement agency records checks on the applicants in positions of public trust finances, etc. This will be secondary to DOJ fingerprints.
- 4) Credit check on the applicant.
- 5) Contact with previous employers(s) and current employers.
 - a) Documentation of contacts with applicant's previous employers.
- 6) Contact with references.
- 7) Initial interview of applicant and discrepancy interviews as needed.

Exhibit "C"

March 2009 - Fee Schedule for Consultant Work by Morello Investigation Services

FEE SCHEDULE FOR ALL CITY PRE-EMPLOYMENT BACKGROUNDS:

- 1) Vehicle Mileage reimbursement to consultant at a rate of \$.50 per mile.
- 2) When the City determines air travel is a necessity by the Consultant during the background, the City shall pre-approve necessary air travel and agrees to reimburse Consultant for said expense.
- 3) When the City determines it is necessary for the Consultant to rent a vehicle to complete the work, City will pre-approve appropriate vehicle rental and agrees to reimburse Consultant for said expense.
- 4) When the City determines it is necessary for the Consultant to lodge temporarily in the course of the background at a hotel/motel to complete the work, the City will pre-approve appropriate lodging and agrees to reimburse Consultant for said expense.
- 5) A rate of \$45.00 per hour shall be paid to Consultant for each hour of work performed on the background. A maximum of \$1,200 will be payable to consultant for said background work completed and any anticipated billing time beyond this limit shall be approved by the department head. Should a background be discontinued by the applicant or department head prior to completion, the City will be billed only for actual time spent up to the maximum with a minimum \$100.00 payment to Consultant for preliminary work begun on the investigation.
- 6) Consultant shall submit an invoice for each individual background performed including the total time and mileage. Additionally, Consultant shall submit original receipts for all pre-approved expenses incurred for lodging and travel.

1 RESOLUTION NO
2 RESOLUTION AUTHORIZING A CONTRACT FOR PRE - EMPLOYMENT
3 BACKGROUND SERVICES WITH MORELLO INVESTIGATIONS
4 -----

5 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

6 That the City Council of the City of Auburn does hereby ratify and approve the
7 contract with Morello Investigations Services to provide city wide pre-employment
8 background investigation services.

9 The Auburn Police Department and all other City of Auburn departments
10 acknowledge the need for professional pre-employment background checks of all
11 potential new employees. Background investigations help to ensure only the best
12 applicants become employees with the City. Morello Investigation Services possess
13 the required training and skills to perform the highly specialized and regulated
14 backgrounds for police department hires as well as on applicants for all other City
15 departments. Morello Investigations Services will conduct backgrounds according to
16 the minimal specifications outlined in the scope of services at a fee rate as outlined in
17 the attached fee rate schedule. This contract shall commence upon approval date by
18 the City Council with an expiration date of June 30, 2010. The contract total for the
19 term outlined shall not exceed \$15,000 for services rendered.

20 DATED: April 6, 2009

Mike Holmes, Mayor

21 ATTEST:

22 _____
23 Joseph G. R. Labrie, City Clerk

24 I, Joseph G. R. Labrie, City Clerk of the City of Auburn, hereby certify that the
25 foregoing resolution was duly passed at a regular meeting of the City Council of the
26 City of Auburn held on the 6th day of April, 2009 by the following vote on roll call:

27 Ayes:

Noes:

28 Absent:

Joseph G. R. Labrie, City Clerk

